

**UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF INDIANA
INDIANAPOLIS DIVISION**

ATTORNEY TO THE CLERK

CL 29/1-CL 29/61 (\$70,301 -\$114,305)

Starting salary commensurate with work experience, bar admission and prior pay history.

CLOSING DATE: Friday, February 9, 2018

The United States District Court for the Southern District of Indiana is accepting applications for an Attorney to the Clerk, who will provide substantive legal analysis, advice and assistance on court-related legal issues. Assists with managing, researching and drafting opinions in attorney discipline cases. Performs research and drafting of proposed Local Rules. The incumbent reviews and analyzes the district court and agency records and prepares memoranda and reference materials on ethics, jurisdiction, conflicts and substantive law for distribution and use by judges and other court personnel. Additional responsibilities may include long-range planning; drafting of policy manuals for the court and the public; legal research and preparation of legal memoranda for the Clerk's review regarding court-related legal issues or other specific legal questions which may arise. Consistent with ethics rules, the incumbent may not practice law outside of this position.

MINIMUM QUALIFICATIONS

Graduation in the top-half of the class of an accredited law school; good character and maturity; minimum of six years of progressively responsible experience in the practice of law, in a judicial clerkship, or other comparable position demanding quality legal writing; excellent skills in research, writing, proofreading, communication, source and cite checking (including use of proper Bluebook form); ability to work independently, displaying sound judgment; proficiency in computer-assisted legal research; proficiency in MS Word with excellent typing skills; ability and willingness to work collegially with others.

APPLICATION INSTRUCTIONS:

Qualified applicants should email a cover letter and resume to HRSsubmit@insd.uscourts.gov no later than 5 p.m. eastern time, Friday, February 9, 2018. The subject line should note the applicant's name and contain the words Attorney to the Clerk. Neither faxed nor mailed applications will be accepted.

The Court is an Equal Opportunity Employer. Applicants are subject to a complete background check. The Federal Financial Reform Act requires direct deposit of federal wages for court employees. The United States District Court is a smoke-free environment.